



KING COUNTY
LEGAL ADMINISTRATIVE SPECIALIST II
DEPARTMENT OF COMMUNITY & HUMAN SERVICES/OFFICE OF THE PUBLIC DEFENDER
Hourly Rate Range: \$15.0474 - \$19.0734 (2003 rate)
Job Announcement No.: 3931
OPEN: 12/17/03 CLOSE: 12/31/03

WHO MAY APPLY: This is a career service position and is open to the general public. King County career service employees have hiring preference.

WHERE TO APPLY: Required forms and materials **must** be sent to: **ATTN: Kathy Gilman, Confidential Secretary, 123 Third Ave. S., 4th Floor, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are not accepted.) Contact Kathy Gilman at (206) 296-7582 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 123 3rd Avenue South, 4th Floor Walthew Building, Downtown Seattle.

WORK SCHEDULE: This position is scheduled as a 35-hour workweek; Monday through Friday, and is overtime eligible.

PRIMARY JOB DUTIES INCLUDE: Expedite the preparation, submittal, processing and approval of billings and payment requests for the public defense system. Specific duties include:

1. People/customer service—high needs clientele.
2. Maintain, prepare and process legal documents for payment.
3. Enter assigned counsel and expert authorizations and payment information into Data Management System.
4. Prepare payment vouchers from invoices received from expert service providers and assigned counsel attorneys. Prepare payment vouchers to contract agencies. Prepare invoices to cities and the State of Washington for services provided. Process promissory notes for legal services.
5. Organize, establish and maintain data.
6. Maintain assigned counsel and expert service daily log.
7. Perform light to moderate numerical calculations. Check invoices for accuracy.
8. Provide payment information to vendors and government agencies.
9. Modify and update desk procedures that are related to assigned work.
10. Respond to telephone, email and in-person inquiries from various sources.
11. Provide instructions on proper invoicing method.
12. Prepare form letters, memos as requested.

QUALIFICATIONS:

- High School Diploma or GED.
- Minimum two years work experience in the legal community.
- Knowledge of public, or private not-for-profit agency services, for providing information and referral work in a direct one-on-one method with the general public.
- 2 years general office work, or related equivalent experience.
- Experience in bank, financial institution, office or public program fiscal/budgeting work.
- Working knowledge of Access, Excel and Word for Windows, Outlook E-mail and the Internet.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Ability to perform accurate data entry in a timely manner.
- Ability to set priorities and work under pressure with tight deadlines and changing priorities.
- Demonstrated ability to work independently, to exercise independent judgment and make sound decisions.
- Ability to use self initiative and judgment to prioritize, refer or handle sensitive or confidential inquiries.
- Interpersonal and human relations skills.
- Customer service skills—in person and via telephone.
- Problem-solving skills.

CLASS CODE: 8393